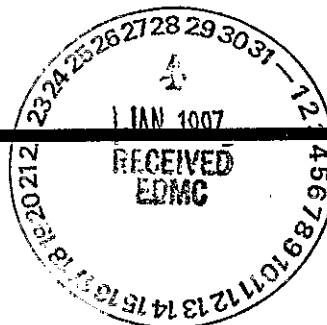


Table of Contents



<u>Section</u>	<u>Title</u>	<u>Revision</u>	<u>Effective Date</u>
1.0	POLICIES		
1.1	Safety Priority and Procedure Compliance Policy	4	12/16/96
2.0	ORGANIZATION		
NOTE:	The charter for Analytical Services may be found in WHC-CM-1, <u>Company Policies and Charters</u> .		
2.1	Charters — Section Title (no text)		
2.1.1	222-S Analytical Operations Charter	3	04/13/95
2.1.2	222-S Facility Operations Charter (incorporated into 2.1.1)	<u>Canceled</u>	10/22/93
2.1.3	Program Management and Integration Charter	2	04/05/95
2.1.4	Work Control and Data Management Charter	<u>Canceled</u>	04/26/95
2.1.5	Office of Sample Management	<u>Canceled</u>	04/26/95
2.1.6	Plutonium Finishing Plant Engineering Laboratory	<u>Canceled</u>	07/06/95
2.1.7	Process Laboratories and Technology Charter	<u>Canceled</u>	07/11/95
2.1.8	PUREX Analytical Laboratories Charter	<u>Canceled</u>	07/20/95
2.1.9	Engineering and Technology Services Charter	1	03/31/95
2.2	Committees, Boards, and Task Teams	<u>Canceled</u>	08/17/95
2.2.1	Laboratory Instrument Control Board Charter	<u>Canceled</u>	09/18/96
2.2.2	Chemical Hygiene Committee Charter	1	05/31/95
2.2.5	Laboratories ALARA Committee Charter	<u>Canceled</u>	09/14/95
2.2.6	Laboratories Pollution Prevention Team Charter	1	05/01/95
2.2.8	Laboratory Facility Plant Review Committee Charter	<u>Canceled</u>	06/12/96
2.3.1	Waste Sampling and Characterization Facility — Startup Charter	<u>Canceled</u>	04/12/95
2.3.2	Waste Sampling and Characterization Facility — Analytical Operations Charter	2	02/26/96
2.3.3	Quality Systems Charter	1	08/02/96
2.3.4	Laboratory Transition Charter	0	03/21/95
2.3.6	222-S Production/Scheduling Charter	0	08/05/96

Table of Contents

<u>Section</u>	<u>Title</u>	<u>Revision</u>	<u>Effective Date</u>
3.0	ADMINISTRATION		
3.1	Manual Administration	5	03/29/95
3.1-A	Manual Administration — Procedure (incorporated into Section 3.1, Rev. 5)	<u>Canceled</u>	04/05/95
3.2	Out-of-Tolerance Report System	<u>Canceled</u>	01/15/93
3.3	Corrective Action Requirements, Occurrence Categorization, Notification, and Reporting (moved to 6.7)	<u>Canceled</u>	09/13/93
3.4	Data Package Preparation	1	08/15/94
3.5	Administration for Nuclear Materials	4	09/09/96
3.6	Laboratories Entry Requirements	0	03/07/95
3.7	222-S Complex Radiological Postings	<u>Canceled</u>	07/25/95
3.8	Shift Turnover at 222-S Laboratories Complex	<u>Canceled</u>	07/06/95
3.9	Laboratory Procedures	5	01/15/96
3.10	Procedure Changes and Procedure Change Authorizations (incorporated into 3.9, Rev. 3)	<u>Canceled</u>	03/23/95
3.11	Format and Content Guide for Analytical Services Technical Procedures	0	11/03/95
3.12	Internal Audit Program (moved to 8.5)	<u>Canceled</u>	08/15/94
3.13	Unreviewed Safety Questions (USQ) Program	<u>Canceled</u>	06/12/96
3.14	Laboratory Sample Tracking	0	08/15/94
3.14-A	Laboratory Sample Tracking — Procedure	0	08/15/94
3.15-A	Data Package Administrative Verification — Procedure	0	08/15/94
3.16	Data Package Control Requirements and Procedure	2	05/01/96
3.16-A	Data Package Control — Procedure (incorporated into 3.16, Rev. 1)	<u>Canceled</u>	03/01/95
3.17	222-S Laboratory Radioactive Material Inventory Control Program	<u>Canceled</u>	09/14/95
3.18	Hanford Environmental Information System (HEIS) Data Entry	0	03/30/95
3.19	Sample Authorization Form (SAF) Issuance and Procedure	0	03/30/95
3.26	Terms and Conditions of Requests for Services at the Waste Sampling and Characterization Facility	0	07/30/96

Table of Contents

<u>Section</u>	<u>Title</u>	<u>Revision</u>	<u>Effective Date</u>
3.29	Make or Buy Policy for Hanford Analytical Services Program	0	01/21/97
3.30	Analytical Services Acquisition Evaluation Procedure	0	01/21/97
4.0	TRAINING		
4.1	Training Responsibilities and Definitions ("On-the-Job Training" moved to Section 4.4)	1	10/01/94
4.2	Training Development and Maintenance	0	11/30/93
4.3	Training Administration Change 1 (5)	1	11/15/95 01/22/96
4.4	On-The-Job Training	4	05/01/96
4.5	Training Programs	2	09/11/95
4.6	Training Plan for 222-S Laboratory RCRA Waste Management Units	0	10/14/96
5.0	PROCEDURES		
5.1	Analytical Laboratory Procedures (renumbered 3.9)	<u>Canceled</u>	01/15/93
5.2	Supporting Documents	<u>Canceled</u>	09/15/92
5.3	Laboratory Directions	<u>Canceled</u>	09/15/92
5.4	Laboratory Test Programs	0	03/30/92
6.0	CONDUCT OF OPERATIONS		
6.1	222-S/WSCF Daily Operating Instructions/Standing Orders	1	09/15/95
6.2	222-S Lockout/Tagout Guidance (replaced by LAP-01-100, <u>222-S Lockout/Tagout Guidance</u>)	<u>Canceled</u>	01/23/96
6.7	Occurrence Categorization, Notification, and Reporting (Conduct of Operations Chapter 7)	7	07/10/96
6.7-A	Corrective Action Requirements, Occurrence Categorization, Notification, and Reporting — Procedure (incorporated into 6.7, Rev. 5)	<u>Canceled</u>	06/06/95
6.8	Lessons Learned Administration	0	01/22/96
6.9	Required Reading	0	09/02/96
6.11	Logkeeping Practices	0	05/17/94
6.17	Operator Aid Postings	1	12/27/95

Table of Contents

<u>Section</u>	<u>Title</u>	<u>Revision</u>	<u>Effective Date</u>
7.0	RECORDS MANAGEMENT		
7.1	Laboratory Data Management Access Control for Data Packages	0	01/15/93
7.2	Quality Assurance Records	0	10/22/93
8.0	QUALITY ASSURANCE/QUALITY CONTROL		
8.1	222-S Laboratory Analytical Quality Assurance Plans	1	04/08/96
8.2	Laboratory Instrument Calibration Control System	<u>Canceled</u>	08/05/96
8.3	Laboratory Quality Affecting Software Control System	1	08/15/94
8.5	Laboratory Assessments	0	08/15/94
8.5-A	Laboratory Assessments — Procedure	0	08/15/94
8.6	Laboratory Computer Configuration Control	0	12/15/95
8.7	222-S Laboratory Management Assessments	0	11/21/95
8.8	Corrective Action Management	0	01/08/96
8.9	Management Assessment Program	0	11/14/96
9.0	WORK CONTROL		
9.1	Material Control	1	11/21/95
9.1-A	Material Control — Procedure (incorporated into Section 9.1, Rev. 1)	<u>Canceled</u>	11/21/95
9.2	Restricted Access Area Signage	0	04/18/94
9.3	222-S Complex Construction Work Authorization	0	05/02/94
9.4	222-S High Radiation and Very High Radiation Area Access Control	2	12/12/96
9.5	Access Control Entry System (ACES)	0	10/16/95
9.8	Notice of Construction Review	0	08/26/96
10.0	LABORATORY INSTRUMENTS		
10.1	Instrument Preventive Maintenance	1	01/08/96

Table of Contents

<u>Section</u>	<u>Title</u>	<u>Revision</u>	<u>Effective Date</u>
11.0	RADIOLOGICAL CONTROL		
11.1	Policy and Management Commitment	0	12/22/95
11.2	Assignment of Responsibilities	0	12/22/95
11.3	Administrative Control Levels	0	12/22/95
11.4	Radiological and ALARA Performance Goals/Indicators	0	12/22/95
11.5	ALARA Training	0	12/22/95
11.6	Plans and Procedures	0	12/22/95
11.7	Internal ALARA Program Reviews and Work Practice Assessments	0	12/22/95
11.8	Optimization Methodology	0	12/22/95
11.9	ALARA Design Reviews	0	12/22/95
11.10	ALARA Work Documentation	0	12/22/95
11.11	ALARA Program Records	0	12/22/95

Table of Contents

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January 21, 1997

Page 1 of 2

Make or Buy Policy for Hanford Analytical Services Program	Approved by [original signed by] A. G. King, Manager Hanford Analytical Services
Author: Organization:	C. R. Stroup Hanford Analytical Services Program

1.0 PURPOSE

The objective of this policy is to ensure cost effective acquisition of analytical services which support Hanford Programs and Projects. The policy provides guidance for evaluating alternatives and selecting the most favorable options to meet programmatic requirements for analytical services.

2.0 SCOPE

The policy applies to the acquisition of analytical services, including sampling, analysis and field services. Analyses associated with drug screening and medical services are not covered. Acquisition of services includes the utilization of DOE laboratories, contracting and contract renewal for commercial laboratory services, and the procurement and deployment of analytical equipment.

3.0 REQUIREMENTS

3.1 Make-or-buy evaluations of available options for performing analytical services shall be conducted when significant deviations from the baseline program arise, as evidenced by the following situations:

- 3.1.1 New or substantially revised programmatic needs are established
- 3.1.2 Capability, capacity, availability or costs of laboratory resources changes significantly
- 3.1.3 Major planning documentation such as the Multi-Year Work Plan is issued or revised

3.2 Make-or-buy evaluations include:

- 3.2.1 Identification of available options to meet customer requirements
- 3.2.2 Analysis of the options to ensure that customer specifications for sample analysis, data quality and turnaround time can be met
- 3.2.3 Comparison of costs, including all direct and indirect costs for sample management, analysis and facility support

3.2.4 Analysis of the effects of the decision on analytical services resources; for example: cost benefits of supporting competitive laboratories, the need to maintain core competencies, and the effects on long term strategies

3.2.5 All make-or-buy decisions pertaining to procurement actions, or which affect implementation of analytical service strategy, shall be documented.

4.0 RESPONSIBILITY

4.1 DOE-RL Analytical Services Program, Waste Programs Division is responsible and concurring with make-or-buy recommendations.

4.2 HASP shall perform and document make-or-buy evaluations in cooperation with analytical services users and providers.

5.0 RECORDS

Any records generated as a result of activities described in this section will be managed in accordance with applicable Records Inventory and Disposition Schedules.

6.0 DESIGNATED REVIEWERS

Designated Reviewing Organizations

MSIN

Hanford Analytical Services Program (Champion)

T6-03

January 21, 1997

Page 1 of 4

Analytical Services Acquisition Evaluation Procedure	Approved by [original signed by] A. G. King, Manager Hanford Analytical Services
Author: Organization:	C. R. Stroup Hanford Analytical Services Program

1.0 PURPOSE

The purpose of this procedure is to establish requirements and responsibilities for the acquisition of cost effective analytical laboratory services provided to Hanford Site programs and projects. Acquisition of laboratory services may be achieved by either contracting commercial laboratories (via make-or-buy decisions) or utilizing on-site laboratories. Guidelines are provided for determining and assessing programmatic needs for services, identifying and evaluating available laboratory resources, and selecting the most favorable options to meet programmatic requirements for analytical services. The strategy used in this procedure is modeled according to the OMB Circular No. A-076, Revised Supplemental Handbook.

2.0 SCOPE

This procedure applies to the acquisition of analytical laboratory services which support the Hanford Site mission. Analyses associated with drug screening and medical services are not covered. Acquisition of services includes the utilization of DOE laboratories, and the contracting of commercial analytical laboratory services. Other aspects of analytical services (sampling, field services, and data management) will be covered by amendments or a separate procedure.

3.0 REQUIREMENTS

- 3.1 Acquisition Evaluations will be conducted to support decisions on the selection of analytical laboratories to meet programmatic needs for services. Selection of the best options must be based on an objective analysis of both cost and strategic factors.
- 3.2 Annual Acquisition Evaluations will be conducted to support site-wide planning, including preparation of the Multi-Year Work Plan. These evaluations are based on the overall analytical services strategy and on total site requirements for services.
- 3.3 Supplemental Acquisition Evaluations will be conducted periodically as determined by major new or revised customer needs; or by significant changes in laboratory capability, capacity, availability or cost. Also supplemental evaluations will be performed as needed to provide updated information and analyses in support of planned management actions, company goals, and site strategies.

4.0 PROCEDURE

4.1 Define customer analytical requirements. This information is normally derived from Data Quality Objectives (DQOs); if DQOs are unavailable or incomplete the requirements must be generated using the best information obtainable to identify:

- (a) Number and frequency of samples
- (b) Sample matrix
- (c) Radioactivity level
- (d) Analytes
- (e) Turnaround time and notification requirements
- (f) Data quality requirements
- (g) Reporting requirements
- (h) Duration of needed services.

4.2 Identify the options available to meet the defined requirements, considering the following laboratory resources:

- (a) Staff availability and technical expertise
- (b) Instrumentation and equipment
- (c) Procedures
- (d) Capacity
- (e) Ability to meet schedules and turnaround times
- (f) Ability to meet regulatory, quality and reporting requirements
- (g) Accreditation, certification, or licensing
- (h) Location.

4.3 Identify costs of available options, including:

- (a) Direct costs as determined by unit prices for specific analyses. In the absence of unit prices, direct costs should be determined by manpower requirements, materials and supplies, data reporting needs, transportation, and other direct costs.
- (b) Indirect costs applicable to the analytical activity under review, (for example, pro rata facility operation, overheads, support personnel, contract administration, and sample and waste disposal).
- (c) Transition costs, including equipment relocation, facility modifications, shutdown, cleanout and waste disposal, work force restructuring and retraining.

4.4 Strategic and Management Considerations and Constraints

4.4.1 Review and assess the strategic and management factors that bear on the laboratory selection.

- (a) Conformance to overall site and analytical services strategies
- (b) Achievement of DOE and company objectives
- (c) Effects on other facility operations
- (d) Need to maintain core competencies in specific laboratories
- (e) Need to maintain back-up capability for critical program support
- (f) Risks associated with transition of work to a different laboratory
- (f) Conformance with bargaining unit agreements
- (g) Customer perspectives.

4.5 Conduct an objective evaluation of the costs and the pertinent strategic factors to determine the preferred option. In general, the option that meets customer requirements at the lowest overall cost to the site should be selected. When strategic considerations override the lowest cost selection, there is a need for a full explanation and justification.

4.5.1 Results of the evaluation and recommended implementation actions will be documented.

5.0 RESPONSIBILITIES

5.1 The Sample Management Working Group has responsibility for conducting and documenting Acquisition Evaluations, which involve inter-contractor analytical services. Rust Federal Services of Hanford, Inc. (RFSH) will conduct evaluations that affect only Project Hanford Management Contract (PHMC) laboratories. Analytical services customers are responsible for providing information on their needs and on any special circumstances pertaining to the services provided. Laboratory management (DOE laboratories) or technical contract administrators (commercial laboratories) are responsible for providing requested information on laboratory resources.

5.2 For the annual evaluations supporting preparation of the Multi-Year Work Plans (MYWP), concurrence by individual programs and projects is not required. Supplemental evaluations reflect unusual situations not covered in the MYWP and should have concurrence of the affected programs and laboratories.

5.3 Recommended actions based on Acquisition Evaluations will be submitted to Fluor Daniel Hanford (FDH) for implementation. FDH will transmit inter-contractor actions to DOE-RL for approval.

6.0 RECORDS

Any records generated as a result of activities described in this section will be managed in accordance with applicable Records Inventory and Disposition Schedules.

7.0 DESIGNATED REVIEWERS

Designated Reviewing Organizations

MSIN

Hanford Analytical Services Program (Champion)

T6-03

8.0 REFERENCES

Internal Memo 31100-96-001, Hanford Analytical Services Program Make-or-Buy Policy, dated November 26, 1996

OMB Circular No. A-076 Revised Supplemental Handbook